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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700120020-8

DRAFT-A

MEMORANDUM FOR: Chief, (Appropriate DD/P Staff or Area Division)

SUBJECT : Reports Control

REFERENCE : Memorandum from SSA-OD/S to Chief, (Appropriate DD/P Staff or Area Division), dated 13 December 1955,
Subject: Headquarters and [redacted]
[redacted] on Reports Management.

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1. On the basis of the comments received from the various DD/P Staffs and Divisions to whom the referenced memorandum was addressed, it has been determined that the majority of these components concur as to the desirability of establishing a reports management program in the DD/P area. However, in order to determine whether the establishment of such a program is economically feasible, it is requested that a reports inventory be conducted by your Division (or Staff) and that the results of this inventory be forwarded to this office by (three week suspense date).

2. It is requested that the following format be used in submitting the information obtained from this inventory:

1. Title of report? _____
2. Frequency of this report (weekly, bi-weekly, monthly, one-time, etc.)? _____
3. Brief description of this report (statistical, narrative, both)? _____
4. Amount of time (man-hours) spent in the preparation of this report? _____
5. What is the purpose of this report, how, and by whom is it used? _____
6. In what organization element (division, branch, section, unit) is this report originated? _____
7. To what organizational element (or elements) is this report submitted? _____

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8. Is this report required by directive, (Agency or internal?)
If so, which one? _____

3. In conducting this reports inventory, it is requested that all types and all levels of non-operational and non-intelligence reports, including feeder reports, be considered. If a portion of an operational or intelligence report is used as an administrative or management report or feeder report, this should be included in the inventory.

Special Support Assistant
to the
Deputy Director (Support)

Attachment:
Referenced Memo-

Mgt Staff _____lw (10 April 1956)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment